

DUTY STATEMENT

Classification: Staff Services Manager I (Sup)	Division: Administrative Services
Work Title: Grants and Loans Office Manager	Section: Grants and Loans
CBID: S01	Position #: 202-4800-001
KEY = (E) ESSENTIAL OR (M) = MARGINAL	

POSITION DESCRIPTION:

Under the direction of the Staff Services Manager II for the Contracts, Grants and Loans Office, the incumbent serves as the supervisor for the Grants and Loans section of the office. The incumbent is a working level supervisor with responsibility for four (4) professional and one (1) clerical staff; manages the Grants and Loans function; is responsible for the administration of the Petroleum Violation Escrow Account (PVEA), Energy Conservation Assistance Account (ECAA), Geothermal Resources Development Account and State Energy Plan (SEP); coordinates the California Energy Commission's (Commission's) grant seeking functions; provides independent advisory services related to special funding sources (grants, loans, PVEA, ECAA Tax Exempt Revenue Bonds, Public Interest Energy Research (PIER) Program, and Alternative Fuels Program (AB 118)); and acts as an in-house consultant for determining the applicability of funding sources, and planning and developing energy related grant programs for the State of California.

WORKING CONDITIONS

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Travel and additional hours beyond an eight-hour workday may be required.

DUTIES AND RESPONSIBILITIES

The incumbent is required to communicate effectively, evaluate and prioritize daily workload and delegate work effectively, use a personal computer with appropriate Commission software, while performing the duties described below:

- 35% Plans, organizes and directs Section work activities and projects by identifying goals, setting objectives and priorities; delegates responsibilities; reviews the more sensitive and/or difficult projects, and monitors activities for quality control, compliance with the Federal and State Administrative Manual and State and Federal legislation, rules, policies and procedures for timeliness of products and results. Participates as a member of the division's management team and as such plans and develops the Section's annual workplans and budget.
- 20% Supervises the Section's professional and clerical staff by applying appropriate hiring, placement, evaluation, training, discipline, and termination practices; ensures

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the maintenance of a safe work environment; and reviews and approves various employee requests/documents.

- 20% Acts as the principal advisor to the Commission, other state and local agencies, Department of Finance, and the Legislature on grant, loan, PVEA, PIER, AB 118, and ECAA Tax Exempt Revenue Bond issues. Advisory responsibilities include review of proposed budget change proposals and legislation to determine if programs are allowed under current funding rules and legislative mandates. Acts as the prime administrative representative in the negotiation and administration of revenue bonds issued by the Commission.
- 15% Acts as the Commission's liaison and representative with state and federal agencies on matters related to grant and loan program application and management. This includes involvement with both the regional U.S. Department of Energy (DOE) Office in Seattle and DOE headquarters in Washington DC. Acts as the SEP program manager for the State of California, negotiates project eligibility and approval, reviews and comments on proposed federal grant program rules, regulations, and policy. Acts as the Commission's administrative representative on federal grant program task forces or committees sponsored by DOE and other state and federal agencies.
- 10% Develops policies and procedures related to grants, loans and revenue bond activities for Commission programs as well as for programs of other state agencies for which the Commission is administratively responsible. Programs may include PVEA, SEP, PIER, ECAA, AB 118, federally funded projects from agencies such as DOE and the U.S. Environmental Protection Agency, and all new programs funded from future successful grant and loan applications, new court case settlements, and/or new state and federal legislation.

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Employee's Signature		Supervisor's Signature	
Date		Date	